



Financial Management Forms Workbook (FMFW)

Help Sheet – Macro

HOW TO SUBMIT A REIMBURSEMENT/ADVANCE REQUEST

1. Open the FMFW.
2. Enable macros (refer to the **Instructions** tab for directions on how to enable macros).
3. Click on the most up-to-date “**Project Ledger.**”
4. Click on “**NEW REIMB / MOD REQUEST**” macro button to create a copy of the “**Project Ledger.**”
5. Enter the name of the new Reimbursement or Advance request in the dialog box (for example: Reimb1, Advance1, etc.). Click OK. A new **Project Ledger** will be created (placed in front of the Planning tab).
6. On the newly created **Project Ledger**, click on “**REIMB Req**” or “**Advance**” macro button in column J. Enter the Request # and Expenditure Period.
7. Enter the amount requesting into the “**Amount This Request**” column for the specific project(s). The “Total Approved,” “Remaining Balance” and “Percentage Expended” sections contain formulas and will automatically populate.
8. If applicable, enter the Match amount.
9. Review for accuracy. **IMPORTANT:** Steps 3-9 must be completed individually for each tab (Planning, Organization, Equipment, Training, Exercise, M&A, Indirect Costs, Consultant/Contractor, Personnel, and Match).
10. Email the request to Program Representative for review.
11. If the request is approved by Program Representative, click on the “**Auth. Agent**” tab. Select the “**Reimbursement Request**” or “**Advance**” macro button.
12. Enter the Expenditure Period, “REIMB or MOD Request #” and “Amount This Request” fields. Provide Printed Name and Title, Date and original Signature of Authorized Agent.
13. Mail request to Cal OES (refer to the **Instructions** tab for mailing address).
14. For subsequent requests follow the same steps.

HOW TO SUBMIT A MODIFICATION REQUEST

1. Open the FMFW.
2. Enable macros (refer to the **Instructions** tab for directions on how to enable macros).
3. Click on the most up-to-date “**Project Ledger.**”



4. Click on “**NEW REIMB / MOD REQUEST**” macro button to create a copy of the “**Project Ledger.**”
5. Enter the name of the Modification request in the dialog box (for example: Mod1 or Mod#1). A new Project Ledger will be created (placed in front of the Planning tab).
6. On the newly created “**Project Ledger**”, click on “**NEW MOD ITEM**” macro button in column I.
7. In the dialog box, either type in a specific cell of the row to be modified (for example, Column E Row 28(E28), Column E Row 29(E29), Column C Row 28(C28), etc.) or click on a specific cell within the row to be modified then click “OK” or hit the “Enter” key on the keyboard (Note: the text in the selected row will become red with a strikethrough line to indicate the incorrect item and automatically create a copy of itself in blue text).
8. Modify the copied row (in blue text) as needed.
9. To **delete a project** (without adding a project), select the row/line and click on the macro button “**ROW**” (in **RED**). The text in the selected row will turn red with strikethrough line.
10. To **add a project** (without deleting a project), select a new row and enter the new project information. Select the same row/line and click on the macro button “**ROW**” (in **BLUE**). The text in the selected row will turn blue.
11. Review for accuracy. **IMPORTANT:** Steps 3-11 must be completed individually for each tab (Planning, Organization, Equipment, Training, Exercise, M&A, Indirect Cost, Consultant/Contractor, Personnel and Match).
12. Email the Modification request to Program Representative for review.
13. If the Modification request is approved by Program Representative, an approved Modification request will be emailed back to subrecipient.
15. Click on the “**Auth. Agent**” tab. Select “**Modification**” macro button.
16. Enter the “REIMB or MOD Request #.” Provide Printed Name and Title, Date and original Signature of Authorized Agent.
17. Mail the original Modification; the approved Modification and the signed Authorized Agent page to Cal OES (refer to the **Instructions** tab for mailing address).
18. Use the latest approved Modification as a basis for subsequent Reimbursement, Advance, or Modification requests.